

Training Tuesday

Toolbars Deep Dive

Maria Magouirk – Senior Software Trainer

Tuesday, August 25th, 2026

A BIT OF “HOUSEKEEPING”



This webinar is being **recorded** and will be available on our support site



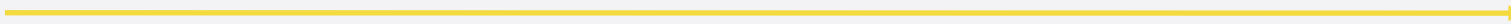
Use the **Q&A** for questions. Feel free to ask during the presentation.



I am working in a sandbox, but you can **follow along** in your own instance



Please complete our **survey** after the webinar



Agenda

Toolbar Overview

Toolbar Tour

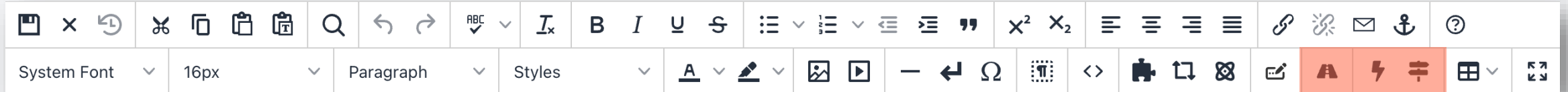
Adding a new Style

Creating a Custom Toolbar

Assigning a Toolbar

Q&A

What is the WYSIWYG Toolbar?



The What You See Is What You Get (WYSIWYG) toolbar is similar to other content editing toolbars, with options specific to Modern Campus CMS.

For the default toolbar, the tools available to each user depends on their access to the related CMS features.

Level 10 administrators can create custom toolbars to control which tools are available to users.

Keyboard Shortcuts

These keyboard shortcuts work even if the related toolbar control has been disabled:

Ctrl (PC)/Cmd (Mac) + S	Save changes to the staging server and remain inside the editor to continue working.
Ctrl/Cmd + X	Cut
Ctrl/Cmd + C	Copy
Ctrl/Cmd + V	Paste
Ctrl/Cmd + Z	Undo
Ctrl/Cmd + Y	Redo
Ctrl/Cmd + B	Bold highlighted text
Ctrl/Cmd + U	Underline highlighted text
Ctrl/Cmd + I	Italicize highlighted text
Ctrl/Cmd + F	Open the WYSIWYG Find and Replace tool.
Alt+Shift/Ctrl+Option + [1-6]	Format currently-selected text as Heading 1-6, respectively
Alt+Shift/Ctrl+Option + 7	Format currently-selected text as a <p> (paragraph)
Alt+Shift/Ctrl+Option + 8	Format currently-selected text as a <div>
Alt+Shift/Ctrl+Option + 9	Format currently-selected text as an <address>
Shift + Enter	Create a new line break in the current text (as opposed to creating a new paragraph, which makes a new block of text).
Shift + Arrow Keys	Highlight text character-by-character (up/down arrows highlight by line).
Shift + Ctrl/Cmd + Arrow Keys	Highlight text word-by-word (up/down arrows highlight by line).

modern[®]
campus

LET'S SEE IT!

modern[®]
campus

Q&A

Post-Webinar Survey

- 2 minutes
- We love knowing what you like or would like improved!

* 4. On the following scale, how **helpful** and **informative** was the training **webinar?**

1 - Not Helpful	2	3 - Neutral	4	5 - Helpful
☐	☐	☐	☐	☐

Additional comments to reflect your score.



Scan for a two minute
feedback survey

Other Questions?

- Email us at training@moderncampus.com
- Visit our [support site](https://support.moderncampus.com/cms/) (<https://support.moderncampus.com/cms/>)
- View all past [Training Tuesdays](https://support.moderncampus.com/cms/webcasts/training-tuesday.html) (<https://support.moderncampus.com/cms/webcasts/training-tuesday.html>)

The next Training Tuesday will be on

September 29th

Emergency Alerts

Registration is now open!

Modern Campus
Annual User Conference

March 2–5, 2027

The Hilton
500 E 4th St
Austin, TX 78701



modern
campus®

User Conference

Join us at the Hilton in Austin, Texas for our 2027 annual user conference! Learn about how your peers are scaling solutions to industry challenges, and how Modern Campus is evolving to meet the needs of our customers.

3.2.27– Austin,
3.5.27 TX

modern[®]
campus

Thank you!